



# Finance/Personnel Committee

Regular Meeting

## Minutes

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

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Tuesday, November 11, 2025

7:30 PM

335 S. Broadway, De Pere, WI 54115

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I. Call to Order

1. Roll Call

Also present:

City Manager Kim Flom, City Attorney Joanne Bungert, Fire Chief Brett Jansen, Finance Director Pam Manley, City Clerk Carey Danen, Deputy Clerk/Treasurer Jessie Paque, Police Captain/Field Services Nathan Mrstik, & Administrative Assistant Amy Darnick.

2. Approval of the minutes of the October 14, 2025 Regular Meeting of the Finance/Personnel Committee.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Casey Nelson
<b>AYES:</b>	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
<b>NAYS:</b>	None

3. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC

None

4. Youth Commission presentation.\*

City Clerk Carey Danen and Deputy Clerk/Treasurer Jessie Paque were present to give a presentation.

We are looking at establishing a youth commission. The purpose of the De Pere youth advisory commission is to serve as an advisory body to the De Pere Common Council. The commission will provide De Pere's youth with the opportunity to participate in the City's decision-making process, provide the Common Council with recommendations on a variety of issues, promote existing initiatives while developing new programs, and encourage more youth to become effective leaders who will help shape the future of De Pere.

The Commission shall consist of at least seven but no more than 15 members appointed by the Mayor. Meeting location and frequency to be determined. We would look for members in the Unified School District of De Pere, West De Pere and Notre Dame. They would need to be 14 to 18 years old. Members would serve a one year term. They would fill out an application and have possible interviews. The Mayor would be responsible for appointment and re-appointment.

This would give the youth a feel as to how local Government works. There will be officers (Chair, first &

Second Vice Chair). The chair would run the meetings. They would do an annual report to the Common Council. We'd like them to be involved in community events (Kiwanis Memorial Day Parade, National Night Out, Community Pool Openings, etc).

Their goals would be in these categories: Education, Business, Recreation & Culture.

Mayor Boyd asked if they knew what an agenda would look like. Jessie Paque mentioned that each member will get a leadership workbook and they will pick an item and talk about it. They will have speakers come in and talk, tours, mock election, etc.

Mayor Boyd also asked if they had thought about having an Alderperson on the board to help with this direction.

Alderperson Kunding spoke and mentioned that it would be great to have a youth recommendation to council to have their voice come through. She mentioned it would be nice to have a certain dollar amount from unassigned reserves allocated for something nice this commission could do for our City.

Alderperson Nelson asked how many other municipalities have a youth commission. It sounds like there are only a handful from Wisconsin.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Amy Kunding
<b>AYES:</b>	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
<b>NAYS:</b>	None

5. Consideration and Possible Action on proposed changes to 2026 Special Event fees.\*

City Clerk Carey Danen was present to speak on this item.

They are proposing a couple of changes. Instituting a discounted application fee for non-profit organizations. In 2025, we've had 47 special events and 27 of the applications have been non-profits. In the past, we have waived those fees, and it involves a lot of staff time to review and set up.

We also had a lot of late applications, which caused extra staff work to get them in. We are implementing a late fee too.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Devin Perock
<b>AYES:</b>	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
<b>NAYS:</b>	None

6. Consideration and Possible Action on Memorandum of Understanding with U.S. Capitol Police.\*

Police Captain Nate Mrstik was present. For the memorandum, it makes it be put in place. We are getting more requests from the US Capital police for members of congress, House of Representatives, etc to have police protection while they are in the area. We are looking at getting a reimbursement to recoup our costs that we have spent on protecting representatives or congressional representatives. We need to have

a memorandum on file, and then the billing will go straight to the US Capital to recoup our costs. This is only if US capital requests our services.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Pamela Gantz
<b>AYES:</b>	James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock
<b>NAYS:</b>	None

7. Consideration and Possible Action on Emergency Medical Services Contract with Town of Lawrence.\*

Fire Chief Brett Jansen was present to speak on this item.

End of June did a non-renewal notice for Town of Lawrence for their contract. Since we did the non-renewal, the town of Lawrence has come to us wanting to work with the City of De Pere, and continue their EMS contract. Their contract price from 2012 was quite a bit lower than what Ledgeview was paying. Leadership sat down to look at the contract. They wanted a 5 year contract, first 4 years as a fixed rate with the 5th year being variable. One of the bridge gaps they wanted was \$2 less per capita in 2026, 2027 & 2028. 2029 they would catch up and 2030 they would both go to the same CPI rate that we agreed upon. Per the contract, everything else is the same as Ledgeview when it comes to revenues.

Moving forward with the draft terms to Council and will go to Lawrence .

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Pamela Gantz
<b>AYES:</b>	James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock
<b>NAYS:</b>	None

8. Consideration and Possible Action on ESRI (Small Government Enterprise Agreement) for Geographic Information System.\*

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	Casey Nelson
<b>SECONDER:</b>	Devin Perock
<b>AYES:</b>	James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock
<b>NAYS:</b>	None

9. Cash and Investments Report.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Casey Nelson
<b>AYES:</b>	James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock
<b>NAYS:</b>	None

10. Consideration and Possible Action on the selection of The League of Wisconsin Municipalities Insurance and the Wisconsin Municipal Property Insurance Company for the provision commercial and property insurance.\*

City Attorney Joanne Bungert was present to speak on this item. This year we had the opportunity to request additional quotes for our commercial and property lines of insurance.

We were able to get a quote from our current broker (M3), CVMIC, and the League of Municipalities municipal insurance. Based on the reviews we conducted with a team of staff, our recommendation is to go with the League's insurance.

\$661,723 was the quote, which was going to be a significant savings from our current broker. It should be a seamless transition.

City Manager Kim Flom said going out and seeking proposals takes a lot of time, comparing and analyzing them to see what the best recommendation is going forward. We do think that the League is the best moving forward.

Joanne Bungert mentioned there are some additions and updates that she will need to correct with respect to coverages. She will have both memos for coverages at the Council meeting.

Recommendation on approving The League of WI municipalities.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	James Boyd
<b>SECONDER:</b>	Pamela Gantz
<b>AYES:</b>	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
<b>NAYS:</b>	None

PLEASE TAKE NOTICE that the Finance Personnel Committee may convene in closed session pursuant to Wis. Stat. §19.85(1) for agenda item 10:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee may then reconvene thereafter in open session pursuant to Wis. Stat. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

11. Future agenda items.

None

12. Adjournment.

Mayor Boyd moved, seconded by Alderperson Nelson to adjourn the meeting at 8:05 pm. Upon vote, the motion carried unanimously.

Respectfully submitted,  
Amy Darnick